California Department of Education – Child, Youth and Family Services Branch

Management Systems　　　　**MANAGEMENT BULLETIN**

Subject: Fix Errors on Mandatory Monthly CDD-801A (Monthly Child Care Population Information) Data Collection Form	No: 01-12
Authority: Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PL 104-193); Federal Regulations: 45 CFR Part 98, Child Care and Development Fund (CCDF), Subpart H—Program Reporting Requirements, Sections 98.70-.71); California Education Code Section 8261.5.	Date: August 2001
Reference: Management Bulletin 00-17	Expires: When Rescinded

ATTENTION: EXECUTIVE OFFICERS/SUPERINTENDENTS; PROGRAM DIRECTORS OF ALL CALIFORNIA DEPARTMENT OF EDUCATION (CDE) CHILD CARE AND DEVELOPMENT PROGRAM CONTRACTS (except Resource and Referral Program Contracts)

PURPOSE

The purpose of this Management Bulletin (MB) is to provide information to improve the accuracy of CDD-801A reporting and to remind *all* child care and development program contractors except resource and referral agencies of the need to report monthly on this report as specified previously in MB 00-17. *Failure to report or to correctly report all required data elements will result in withholding of non-complying contractors' child development apportionments consistent with their funding terms and conditions.*

BACKGROUND

Starting with the October 2001 report month, CDE will no longer accept paper monthly CDD-801A reports. Agencies will be required to submit their monthly CDD-801A reports at the CDMIS web site using either the data entry screens or the electronic file transfer capability.

CDE will assist agencies during the transition from paper to electronic submissions by pre-loading September 2001 reports into the CDMIS database. Agencies can then use the "Copy Forward" feature to automatically generate the starting point for their October reports.

If agencies want their September 2001 report data "pre-loaded," they must submit complete and accurate CDD-801A reports for September. CDE will not "pre-load" incorrect or incomplete report data.

Effective with the September 2001 report, CDE will reject all reports that are not correctly completed. In the past, we have rejected reports that are not correctly completed with some allowances for errors (such as invalid Social Security Numbers). With the September 2001 report, CDE will no longer allow these errors.
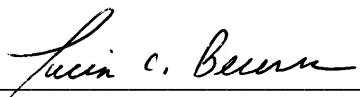
It is possible that implementation will be delayed until the November 2001 report month. In that event, this standard will apply to the September and October reports, and we will Copy Forward the October report.

We anticipate providing full instructions for the electronic file transfer of CDD-801A reports shortly. These will be posted on the Management Systems (MS) reporting web site (http://www.cde.ca.gov/cyfsbranch/ms/cdmis/). These instructions should assist agencies in determining their best option for reporting under the new system.
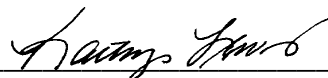
INSTRUCTIONS

Attached is a list of common errors by report element. For full report requirements, please review Management Bulletin 00-17. It is available at the MS Web site (http://www.cde.ca.gov/cyfsbranch/ms/cdmis/).

Thank you for your assistance in improving our data quality. If you have any questions, you may email MS staff at cdmis@cde.ca.gov.

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Director, Management Systems   Deputy Superintendent
Child, Youth and Family Services Branch   Child, Youth and Family Services Branch

Attachment: Common CDD-801A Reporting Errors

COMMON CDD-801A REPORTING ERRORS

Report Month

Error: More than one report month on the report.
Solution: Submit only one report month per CDD-801A report.

Error: Unclear report month.
Solution: Clearly spell out the report month and year.

Other Header Information:

Error: Missing, incomplete, or illegible names.
Solution: Complete all fields.

Family Identification Case Numbers (FICN):

Error: Non-unique numbers for each family.
Solution: Enter numbers that are unique to each family in the agency. Once it is assigned, do not change it or re-use it for another family.

Social Security Numbers (SSN):

Error: Numbers that are all 9s. These are invalid numbers.
Solution: Delete invalid SSNs. Enter correct SSNs if they are available and have been provided with parent/guardian consent.

Social Security Number AND Family Identification Number:

Error: Both are missing.
Solution: If you do not have an SSN for the family, you must enter an FICN.

Name of Head of Household:

Error: No name entered.
Solution: Enter the last name, followed by the first name and middle initial, if available (no period, please).

Error: Head of Household listed multiple times.
Solution: Enter each Head of Household only once.

TANF Recipient:

Error: Doesn't use *Y* for *yes* or *N* for *no*.
Solution: Enter *Y* for *yes* or *N* for *no*.

Greater than 75 Percent of State Median Income:

Error: Doesn't use *Y* for *yes* or *N* for *no*.
Solution: Enter *Y* for *yes* or *N* for *no*.

Reasons for Receiving Child Care:
Error: Doesn't use valid letters (A-I).
Solution: Enter the correct letter A-I for the Reason for Receiving Child Care. These are the correct letters:

A Child Protective Services	**F** Both employment and training/education
B Incapacity of parent	**G** Seeking Employment
C Incapacity of child, special needs of child, severely handicapped child	**H** Homeless or seeking housing
D Employment	**I** None of the above; Child attends State Preschool
E Vocational or college/training/education	

Program Codes:
Error: Doesn't use valid program codes.
Solution: Use valid 4-character program code. Valid Codes are as follows:

F2AP Federal AP CalWORKs Stage 2	**GCAM** General Campus Child Care
F3TO Federal AP CalWORKs Stage 3	**GCPS** General Child Protective Services
FAPP Federal Alternative Payment	**GCTR** General Center-Based Child Care
FCPS Federal Child Protective Services	**GFCC** General FamilyChild Care Homes
FCTR Federal Center-Based Child Care	**GHAN** General Severely Handicapped Programs
FFCC Federal Family Child Care Homes	**GHUD** General Housing and Development Program
FHUD Federal Housing and Urban Development Program	**GLTK** General Latchkey
FMAP Federal Migrant Alternative Payment Program	**GMIG** General Migrant Child Care
G2AP General CalWORKs Stage 2	**GPRE** General State Preschool
G3TO General CalWORKs Stage 3	**GWAP** General Full-Day State Preschool
GAPP General Alternative Payment Programs	

Note: Program Codes beginning with *F* are federally funded; Program Codes beginning with *G* are funded by the General Fund.

Other:
Error: Missing Data. All fields are not filled in.
Solution: Fill in all fields.